

SUPERVISOR OF INVESTIGATORS (CCRB)

General Statement of Duties and Responsibilities

Under direction with wide latitude for independent initiative and decision-making, supervises a team of investigators conducting investigations for the Civilian Complaint Review Board (CCRB) into complaints by the public against members of the Police Department at all ranks alleging misconduct involving excessive use of force, abuse of authority, discourtesy or use of offensive language. All personnel perform related work including the duties of lower level investigators.

Examples of Typical Tasks

Supervises the intake and assessment of new cases.

Oversees the docket of active cases.

Observes and comments on interviews conducted by subordinates; confers with investigators after completion of initial interviews and reviews investigative case plans.

Performs time-triggered reviews of cases to ensure that appropriate investigative steps are being taken on cases assigned to the team.

Reviews and edits case closing reports and accompanying investigative case files to ensure that the investigation is thorough and the factual findings and analyses are sound.

Advises and trains investigators and participates in their supervision and evaluation.

Reviews and makes recommendations for new and revised procedures.

SUPERVISOR OF INVESTIGATORS (CCRB) (continued)

Examples of Typical Tasks (continued)

May assist in the formulation of special projects.

In the absence of supervisor, may temporarily perform the duties of that position.

Qualification Requirements

1. A baccalaureate degree from an accredited college and three years of satisfactory full-time experience in the field of investigations or law enforcement, at least six months of which must have been in a supervisory capacity; or
2. One year of service as an Investigator (CCRB).

Probationary Period

In accordance with Rule 5.2.1(b) of the Personnel Rules and Regulations of the City of New York, the Commissioner of the Department of Citywide Administrative Services has determined that the Terms and Conditions for appointment to these positions shall include a probationary period of one year.

Lines of Promotion

None. This position is classified in the Non-Competitive Class.